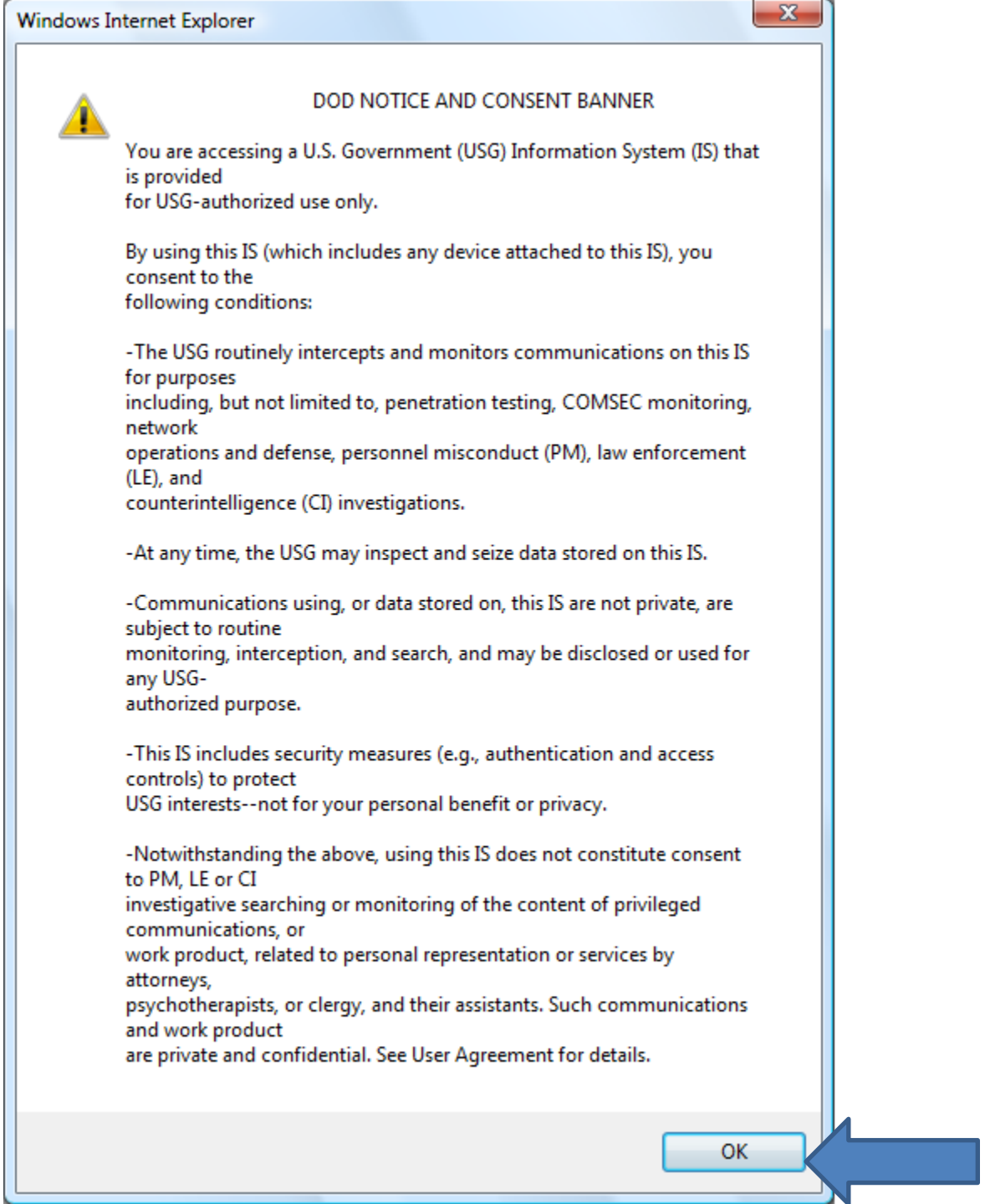
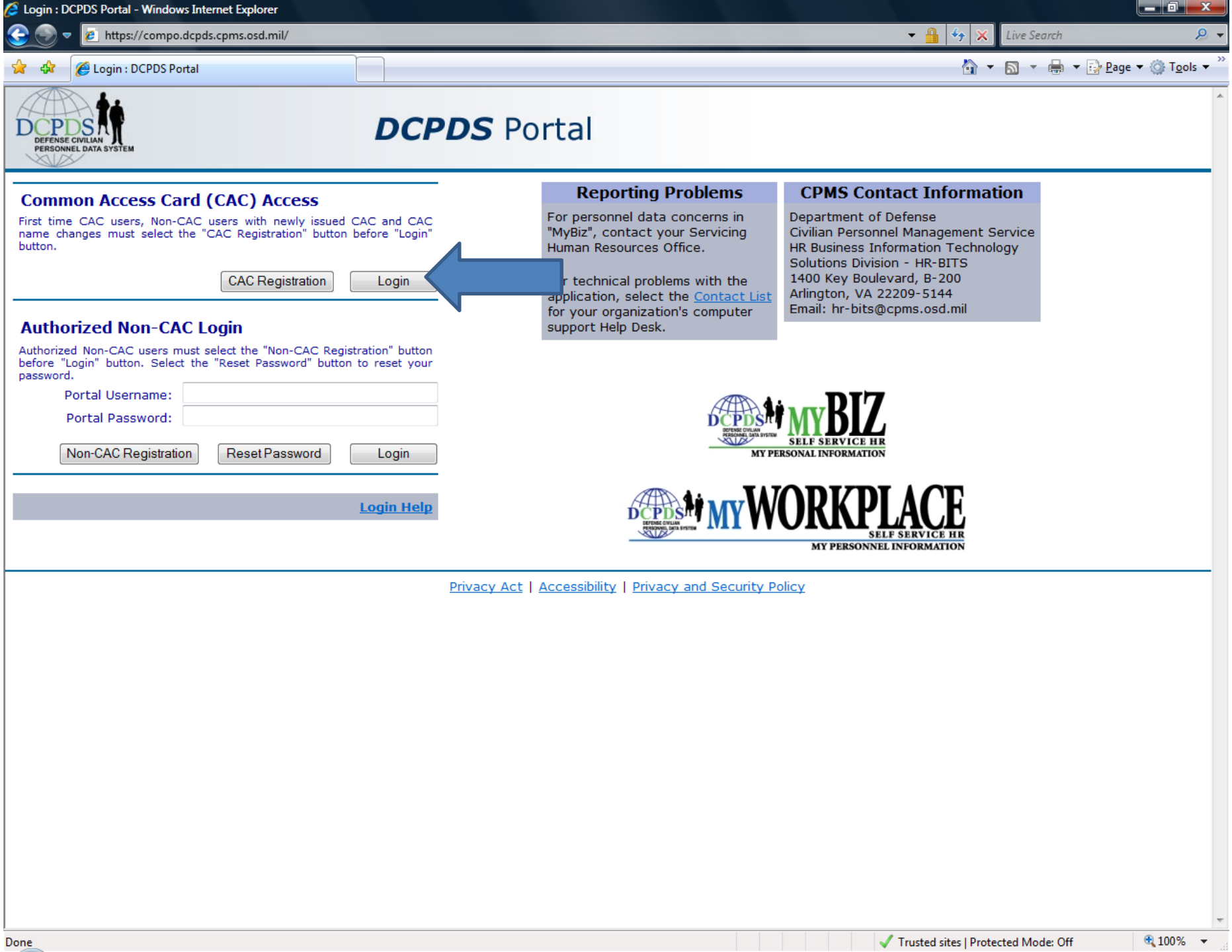
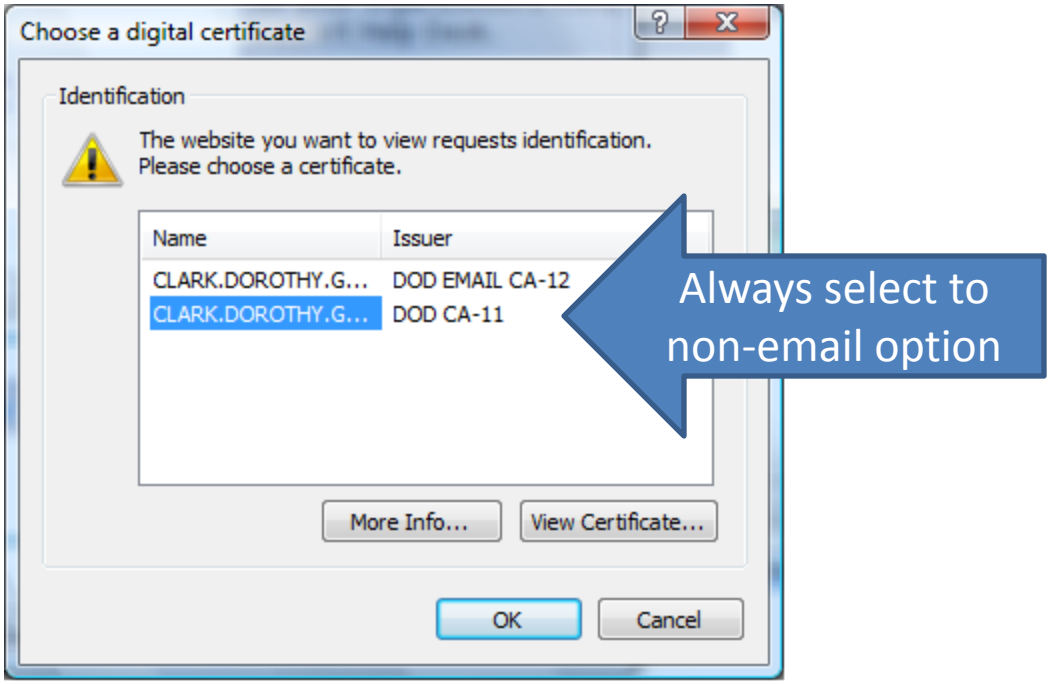
DCPDS Self Service

Updating Technician Training

https://compo.dcpds.cpms.osd.mil/


Windows Internet Explorer
DOD NOTICE AND CONSENT BANNER
You are accessing a U.S. Government (USG) Information System (IS) that is provided
for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the
following conditions:
-The USG routinely intercepts and monitors communications on this IS for purposes
including, but not limited to, penetration testing, COMSEC monitoring, network
operations and defense, personnel misconduct (PM), law enforcement (LE), and
counterintelligence (CI) investigations.
-At any time, the USG may inspect and seize data stored on this IS.
-Communications using, or data stored on, this IS are not private, are subject to routine
monitoring, interception, and search, and may be disclosed or used for any USG-
authorized purpose.
-This IS includes security measures (e.g., authentication and access controls) to protect
USG interests--not for your personal benefit or privacy.
-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI
investigative searching or monitoring of the content of privileged communications, or
work product, related to personal representation or services by attorneys,
psychotherapists, or clergy, and their assistants. Such communications and work product
are private and confidential. See User Agreement for details.
OK


Login : DCPDS Portal - Windows Internet Explorer
https://compo.dcpds.cpms.osd.mil/
Live Search
Login : DCPDS Portal
Page
Tools
DCPDS
DEFENSE CIVILIAN PERSONNEL DATA SYSTEM
DCPDS Portal
Common Access Card (CAC) Access
First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.
CAC Registration
Login
Authorized Non-CAC Login
Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.
Portal Username:
Portal Password:
Non-CAC Registration
Reset Password
Login
Login Help
Reporting Problems
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.
r technical problems with the application, select the Contact List for your organization's computer support Help Desk.
CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil
DCPDS MYBIZ SELF SERVICE HR
MY PERSONAL INFORMATION
DCPDS MYWORKPLACE SELF SERVICE HR
MY PERSONNEL INFORMATION
Privacy Act | Accessibility | Privacy and Security Policy
Done
Trusted sites | Protected Mode: Off
100%


Choose a digital certificate
Identification
The website you want to view requests identification.
Please choose a certificate.
Name
Issuer
CLARK.DOROTHY.G...
DOD EMAIL CA-12
CLARK.DOROTHY.G...
DOD CA-11
More Info...
View Certificate...
OK
Cancel
Always select to non-email option

DCPDSPORTAL - Windows Internet Explorer

https://compop.dcpds.cpms.osd.mil/portal/page/portal/DCPDSPORTAL

DCPDSPORTAL

Logout

DCPDS Portal

My Application/Database | Add Additional Application/Databases

Accessing Your Database

Region Association

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

NGB region

To protect your personal information, 'log out' of your DCPDS Portal session by selecting the 'Portal Logout' button.

Logout

Done

Trusted sites | Protected Mode: Off

100%

Oracle Applications Home Page - Windows Internet Explorer
https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB=FWK_HOME
Live Search
Oracle Applications Home Page
Page Tools

Department of Defense

Do not show this again Continue

NOTE: Select the 'Do not show this again' box to ensure this page does not display again. Then select 'Continue' to access My Biz.

DCPDS DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

Defense Civilian Personnel Data System (DCPDS) News...

What's New and What's Coming?

The Department of Defense Civilian Personnel Management Services is responsible for providing you with timely information specific to your appraisal system. Updates will be provided as necessary on upcoming changes, enhancements, and tips.

Information Specific to the Defense Civilian Intelligence Personnel System (DCIPS)

- New Features Coming Soon
  - Automated Corrections for Reconsiderations
  - New Menu Items
  - CWB Upload and Mass Performance Payout Process
- Additional PAA Features Added in August, September and October 2009
  - Guest Participants
  - Trusted Agent
  - PAA Mass Actions
  - Performance Management Reports

DCIPS

Done
Trusted sites | Protected Mode: Off
100%

Department of Defense

Navigator

- 911 NGB KSHRO00001
- 911 NGB NVHRO00001
- HR-TRNG KSH
- My Biz
- PER KSHRO0
- RPT KSHRO000

Please select a responsibility.

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Favorites

Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information Click here

Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- Enter and Maintain
- CPMS Homepage
- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- Federal Employees Dental and Vision Insurance Program
- SF182

Department of Defense

Navigator

- 911 NGB KSHRO00001
- 911 NGB NVHRO00001
- HR-TRNG
- My Biz
- PER KSH
- RPT KSHRO 018

My Biz

- My Information
- Update My Information
- Performance Appraisal Application (PAA)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Favorites

Edit Favorites

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New Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- Enter and Maintain
- CPMS Homepage
- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- Federal Employees Dental and Vision Insurance Program
- SF182

Department of Defense

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, [illegible], 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O.9397.

Principal Purposes: To allow civilian employees in the Department of Defense [illegible]D) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginnin[illegible]SD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information m[illegible]equire manual HR processing or the absence of some information.

ACCEPT DECLINE

Department of Defense

Clark, Dorothy Gail

GENERAL INFO: The information is current a day's date.

Orga n	JOINT FORCE HQ - KS NGARW8A1AA 01	Job Title	Human Resources Management (0201)
on	N0267000.HUMAN RESOURCES SPECIALIST (HRD).311240.NGAR.TECH	Grade/Pay Band	GS-11
T lary	63,930.00 USD	Step or Rate	05
En ss	dottie.clark@us.army.mil	Office Symbol	

View Emergency Contact Information

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions

Information displayed in this section is ba Personal anges to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	08-Jun-2008	Human Resources Management (0201)	GS-11	05

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions

Employee

Employee Name Clark, Dorothy Gail
Work Email Address **dottie.clark@us.army.mil**

Profile | Handicap | Language | Ethnicity and Race | Emergency Contact | Education | **Training**

This section displays/captures your training courses that have been satisfactorily completed, to include Professional Military Education (PME). Entries you add throug
Resources (HR) may request you provide documentation for verification purposes.

Training from Defense Acquisition University (DAU) and some other sources are systematically updated. Please wait at least **one month** after training completion befo

Tips:

Training entries can be 'Added' or 'Deleted'. To correct a Self Certified entry, delete and 'Add' the course data. **Training not marked as 'Self Certified' ca office.**

Continued Service A ments or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for the a your training related ce Obligation/Continued Service Agreement; go to MyBiz, My Information, Personal Tab, Service Obligation.

Select the 'Add' butt add new training information.
To 'Delete' self certif aining information, **first select the training entry** and then select the DELETE button.

Training Information

Select Object: Delete | Add

Select	Details	Trng Update Source	Trng Course Title	Trng S
○	Show	Verified	PERFORMANCE MANAGEMENT AND PAA TRAIN THE TRAINER	15-Jun
○	Show	Verified	CLG 001 (DAU) DOD GOVERNMENT PURCHASE CARD	19-May
○	Show	Verified	US CONSTITUTION DAY	03-Sep
○	Show	Verified	ACCESS CARE CONVERSION	04-Jun
○	Show	Verified	NGRMFL-101 FISCAL	26-Feb
○	Show	Verified	ATRRS PORTAL TRAINING	19-Dec
○	Show	Verified	COMPUTER USERS SECURITY COURSE	11-Sep
○	Show	Verified	ARMY G3 COMPUTER SECURITY TRAINING	20-Aug
○	Show	Verified	THUMB DRIVE AWARENESS VITURAL TRAINING COURSE	20-Aug
○	Show	Verified	DCPDS FUNCTIONNAL TRAINING FOR HRDS	18-Jul

Select Object: Delete | Add

TIP To Print a Training Brief, select the button below

☐ Select Date Range and Sort Criteria

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already displaye

Employee

Employee Name **Clark, Dorothy Gail**
Work Email Address **dottie.clark@us.army.mil**

Training Information

Training will be documented on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 is not available. OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. **Tip:** Right mouse click on link and select Open in New Window.

* Indicates required field

* Course Title: **Basic Supervisor Training**
* Training Start Date: **03-Nov-2009**
* Training End Date: **05-Nov-2009**

Training Details

* Training Duty Hours: **24**
* Training Non-Duty Hours: **0**
Acquisition School Source:
* Training Sub Type: **Human Resources**
* Training Source: **Government Internal (National Guard)**
* Agency Type Code: **AR-NV-Supervisory Training**
* Training Delivery Type: **Conference/workshop (Meeting, symposium)**
* Priority Indicator: **Critical/Mandated**
* Decision Source: **Identified by Supervisor/Management - New requirement**
* Training Purpose Type: **New Work Assignment**

Training Cost Details

* Training Travel Indicator: **No**
* Tuition and Fees $: **00**
* Books & Material Costs $: **00**
* Travel $: **00**
* Per Diem $: **00**

Other Details

Course Number Code:
* Training Accreditation Indicator:
* Training Credit: **00**
* Training Credit Type: **Not Applicable**
Training Designation Type:
Training Update Source: **Self Certified**

Oracle Self Service Human Resources: Update My Information - Windows Internet Explorer

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivAddTrainingPG&_ti=153652076&ret

Live Search

Oracle Self Service Human Resources: Update My...

Page Tools

*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false st ent in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both, according t w. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

Process Transaction I acknowledge and wish to PROCESS THIS TRANSACTION

Cancel Transaction I do not acknowledge and wish to STOP this transaction.

Done

Trusted sites | Protected Mode: Off

100%

Oracle Self Service Human Resources: Update My Information - Windows Internet Explorer
https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivTrnElectronicSignPG&TypeCodeCo
Live Search
File Edit View Favorites Tools Help
Oracle Self Service Human Resources: Update My...
Page Tools

Self Service Training Confirmation Notice

Confirmation

Congratulations **Clark, Dorothy Gail**, your training has been updated as of **03-Nov-2009 12:53:50 MST**.

1. Course Title	**Basic Supervisor Training**
2. Training Start Date	**02-Nov-2009**
3. Training End Date	**03-Nov-2009**
4. Training Duty Hours	**24**
5. Training Non Duty Hours	**0**
6. Training Sub Type	**Human Resources**
7. Training Source	**Government Internal (National Guard)**
8. Agency Type Code	**AR-NV-Supervisory Training**
9. Training Delivery Type	**Conference/workshop (Meeting, symposium)**
10. Acquisition School Source	
11. Priority Indicator	**Critical/Mandated**
11. Decision Source	**Identified by Supervisor/Management - New requirement**
12. Training Purpose Type	**New Work Assignment**
13. Training Travel Indicator	**No**
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	**NA**
20. Training Credit	
21. Training Credit Type	**Not Applicable**
22. Training Designation Type	

To print this page for your records, click on the print button below:

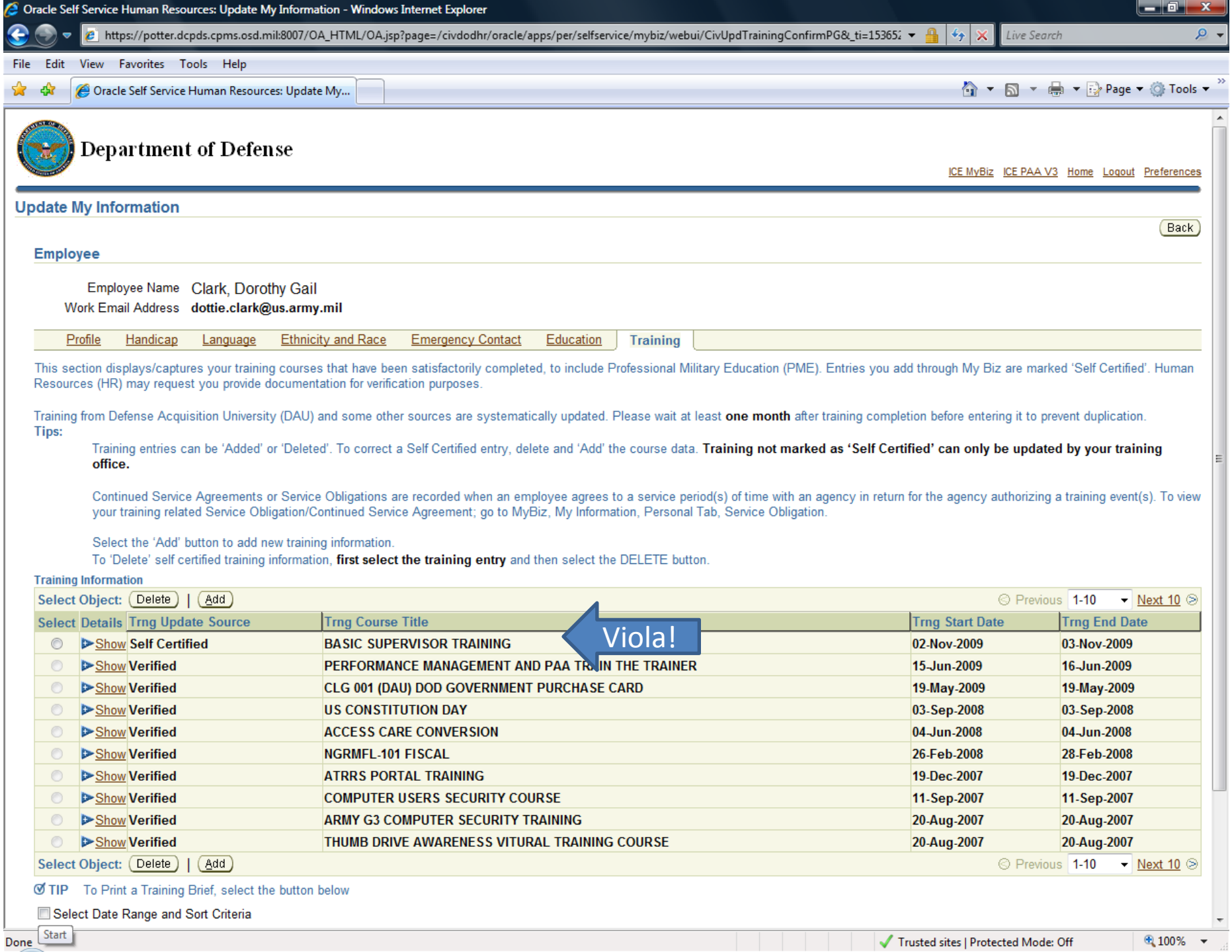
Print Confirmation

Ta Da!
Please send Dottie the Certificate of completion So she can “Verify” your Record.

What do you want to do now?

Continue Updating Your Information
View Your My Biz Account

Done
Trusted sites | Protected Mode: Off
100%



Oracle Self Service Human Resources: Update My Information - Windows Internet Explorer

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivUpdTrainingConfirmPG&_ti=15365

File Edit View Favorites Tools Help

Oracle Self Service Human Resources: Update My...

Page Tools

Department of Defense

ICE MyBiz ICE PAA V3 Home Logout Preferences

Update My Information

Back

Employee

Employee Name Clark, Dorothy Gail
Work Email Address **dottie.clark@us.army.mil**

Profile Handicap Language Ethnicity and Race Emergency Contact Education **Training**

This section displays/captures your training courses that have been satisfactorily completed, to include Professional Military Education (PME). Entries you add through My Biz are marked 'Self Certified'. Human Resources (HR) may request you provide documentation for verification purposes.

Training from Defense Acquisition University (DAU) and some other sources are systematically updated. Please wait at least **one month** after training completion before entering it to prevent duplication.

Tips:

Training entries can be 'Added' or 'Deleted'. To correct a Self Certified entry, delete and 'Add' the course data. **Training not marked as 'Self Certified' can only be updated by your training office.**

Continued Service Agreements or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for the agency authorizing a training event(s). To view your training related Service Obligation/Continued Service Agreement; go to MyBiz, My Information, Personal Tab, Service Obligation.

Select the 'Add' button to add new training information.
To 'Delete' self certified training information, **first select the training entry** and then select the DELETE button.

Training Information

Select Object: Delete | Add Previous 1-10 Next 10

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
	Show	Self Certified	BASIC SUPERVISOR TRAINING	02-Nov-2009	03-Nov-2009
	Show	Verified	PERFORMANCE MANAGEMENT AND PAA TRAIN THE TRAINER	15-Jun-2009	16-Jun-2009
	Show	Verified	CLG 001 (DAU) DOD GOVERNMENT PURCHASE CARD	19-May-2009	19-May-2009
	Show	Verified	US CONSTITUTION DAY	03-Sep-2008	03-Sep-2008
	Show	Verified	ACCESS CARE CONVERSION	04-Jun-2008	04-Jun-2008
	Show	Verified	NGRMFL-101 FISCAL	26-Feb-2008	28-Feb-2008
	Show	Verified	ATRRS PORTAL TRAINING	19-Dec-2007	19-Dec-2007
	Show	Verified	COMPUTER USERS SECURITY COURSE	11-Sep-2007	11-Sep-2007
	Show	Verified	ARMY G3 COMPUTER SECURITY TRAINING	20-Aug-2007	20-Aug-2007
	Show	Verified	THUMB DRIVE AWARENESS VITURAL TRAINING COURSE	20-Aug-2007	20-Aug-2007

Viola!

Select Object: Delete | Add Previous 1-10 Next 10

TIP To Print a Training Brief, select the button below

Select Date Range and Sort Criteria

Done Start Trusted sites | Protected Mode: Off 100%